

<b>REQUEST FOR RECORDS RETENTION SCHEDULE</b> <b>To be Submitted to the Records Management Division</b> <b>Hall of Records Commission</b>		<b>SCHEDULE NO. C-408</b> <b>PAGE NO. 1</b>
---	--	--

1. Requesting Agency <b>Prince Georges County</b>	2. Division or Bureau of Requesting Agency <b>Fire Department</b>
--	--

3. Authorization Requested (Check only one of the squares below).

<input type="checkbox"/> <b>A</b> Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value warrant retention.	<input type="checkbox"/> <b>B</b> Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.	<input checked="" type="checkbox"/> <b>C</b> Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.
--	--	--

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<b>MIRS EMERGENCY INCIDENT REPORTS</b>  Size: A. 4-1/4" x 9" Dispatch Report B. 3-1/2" x 11" Fire Report, Rescue Report, Fire Investigation Report, Fire Protection Evaluation as applicable to each incident.  Quantity: Approximately 60,000 incidents/year (stored two file boxes per month)  Dates: January, 1973 ...  File Arrangement: Chronological (referenced by incident number.)  All requests for service by the Fire Department generate a Dispatch Report, which may have information on both sides of the page. Depending on the type of incident and the type of response, there may be some or all of the other types of reports present. All reports related to one incident are filed together, with all reports for one day in a folder. Since these reports are referenced frequently as the legal records of each incident, it is important that they be readily available for copying. At the present time, the retention need is permanent. However, due to the volume involved, storage is a problem. Therefore, it is recommended that the records be kept in the original form in our working files for six months, at which time they will	

Agency, Division or Bureau Representative <i>Meredith Deaneck</i> Signature		<i>10/22/74</i> Date	
Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.  <i>1/30/75</i> Date		Disposal Authorized as Indicated in Col. 6 by Board of Public Works.  <i>3/14/75</i> Date	
<i>Merrin L. Parbelle</i> Archivist		<i>Richard H. H. H.</i> Secretary	

## REQUEST FOR RECORDS RETENTION SCHEDULE

(Continuation Sheet)

NO. C-408  
PAGE  
NO. 2

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

## 6. Recommendation of Hall of Records and Board of Public Works.

be microfilmed for permanent retention. When the Fire Department has two copies of each report on film, the originals may then be destroyed. The Fire Department will submit the reports in one-month batches for microfilming after six months have elapsed.

RECOMMENDATION: RETAIN PERMANENTLY (MICROFILM THEN DESTROY ORIGINAL DOCUMENTS AFTER SIX MONTHS.)